

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD METHOD OF PROCUREMENT

PROCUREMENT OF: _____

Micro Purchase \$1.00 - \$9,999.99

Rationale: See attached justification for purchase and the reason for selection of the provider.

Small Purchase

Rationale: See attached documentation.

\$10,000 to \$49,999.99 Two documented quotes

\$50,000.00 to \$249,999.99 Three written quotes & RFQ

Competitive Procurement – Invitation for Bid (IFB) \$250,000 +

Rationale: Vendor Contract with fixed, detailed specification. See attached documentation.

Competitive Procurement - Request for Proposals (RFP) \$250,000 +

Rationale: Provider of Services or Service Contracts without specific or detailed requirements. See attached documentation.

NON-COMPETITIVE PROPOSAL (Sole-Source)

The item or service is available only from a single source (and the solicitation is not unduly restrictive).

The public exigency or emergency need for the item or service does not allow the time necessary to complete a competitive solicitation. Requires State Approval

The awarding agency authorizes noncompetitive proposals. Requires Funding Source Approval

After solicitation of a number of sources, competition is determined inadequate.

Attach Rationale and Documentation

APPROVAL

Type or Print Name _____

Title _____

Signature _____

Date _____